

guidance **INDEX**

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THEME

of the month

The problem of money — or the lack of it — is a universal one, and it is the theme of the Life Adjustment Unit for October. People want to know how to

solve their money problems. Some of the questions they ask are: What are the best ways of getting money? How can you save it regularly? How can you spend it efficiently, to get the most value from it? These questions and others are discussed in the Life Adjustment Booklet, *Money and You*, written by J. K. Lasser and Sylvia F. Porter, financial authorities. (See Review Item No. 43.)

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (§) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

84 items covering 50 subjects of which 37 are free or inexpensive

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for the **COUNSELOR, TEACHER, and ADMINISTRATOR**

Items listed in this category provide information on guidance and its related fields. Such topics as problems of education, employment, labor, etc., are covered.

Audio-Visual Education

1. ***Films in Your Guidance Program.** Elizabeth K. Graves. [Natl. Assn. of Deans of Women, 1201 16th St., N.W., Washington 6, D. C.] 1949. 10pp. 15c. Reprinted from the *Journal*, March, 1949.

This article discusses the use of educational films and the part they can play in the guidance program. Films on topics of interest to teen-age groups, teachers, guidance personnel, parents, and community organizations are suggested.

Child Psychology

2. ***Some Special Problems of Children—Aged 2 to 5 Years.** Nina Ride-nour and Isabel Johnson. [Natl. Mental Health Foundation, Inc., 130 E. 22d St., New York 10.] 1949. 72pp. 25c.

Based on authoritative investigation and experimentation, this booklet presents a thorough study of some of the most frequent and baffling problems of child rearing. In it the emphasis is centered on the problems of the child and the reason for his many forms of behavior. Helpful and practical suggestions are given for solving each problem. Parents, teachers, counselors, and all others who work with children will find this an excellent guide to a clearer insight and a more sympathetic understanding of the problems of childhood.

Child Welfare

3. ***Comics, Radio, Movies—and Children.** Josette Frank. Public Affairs Pamphlet No. 148. [Public Affairs Committee, Inc., 22 E. 38th St., New York 16.] 1949. 32pp. 20c.

This pamphlet discusses the good and bad uses of radio, movies and comics, then shows how they may be used constructively. Practical suggestions for parents, teachers, and community organizations on what they can do to promote cultural and educational recreational activities through these media are outlined.

4. ***Your Child from 6 to 12.** Children's Bureau Publication No. 324. [Social Security Administration, Federal Security Agency. Govt. Print. Off., Washington 25, D. C.] 1949. 141pp. 20c.

This booklet on child care is designed to help parents, teachers, and others who work with children to develop a clearer insight into their behavior. It is concerned primarily with children of school age, their problems, and how they should be handled. The informal style of writing makes interesting reading, and helpful suggestions for dealing with various aspects of childhood at this particular age are given. The last section is devoted to the care of the sick child—what to do and what not to do.

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Community Planning

5. **Community Organization for Recreation.** Gerald B. Fitzgerald. [A. S. Barnes and Co., 67 W. 44th St., New York 18.] 1948. 352pp. \$4.00.

This book discusses the objectives and techniques of community organizations as they may be applied to recreation. It outlines the responsibilities of the public and private agencies, civic groups, and individuals in providing a planned program of recreation for the community.

Education

6. ***Free and Inexpensive Learning Materials.** [Curriculum Laboratory, Division of Surveys and Field Services, George Peabody College for Teachers, Nashville 4, Tenn.] 1948. 175pp. 25c.

Teachers and librarians should find this catalog of free and inexpensive publications helpful in selecting reading materials for students. The books and pamphlets listed will enable the pupils to use sources of information that may not be found in textbooks. The entries are classified by subject and the sources from which they may be obtained are given.

7. **Index of Free Teaching Aids.** Brose Phillips. [Free Teaching Aids Co., 1101 S. Feazel St., Harrisburg, Ill.] 1948. 145pp. \$3.00.

This is a classified and annotated list of free teaching aids. The entries are listed by subject with the address from which they may be obtained. Pictures, maps, pamphlets, exhibits, bulletins, and films are included. Materials for both teacher and student, covering various subject fields and levels of instruction are listed.

8. ***Modern Education: Its Proper Work.** William Heard Kilpatrick. [Hinds, Hayden & Eldredge, Inc., 105 Fifth Ave., New York 3.] 1949. 26pp. 25c.

This pamphlet presents the aims and proper work of modern education—both elementary and secondary. It describes the modern-type school and distinguishes between the old and new ideas of the educative process. School administrators and teachers should find the

programs and practices presented here of considerable assistance in developing democratic principles of education.

Elementary Education

9. **Guidance Handbook for Elementary Schools.** Prepared by the Office of Los Angeles County Supt. of Schools. [California Test Bureau, 5916 Hollywood Blvd., Hollywood 28, Calif.] 1948. 158pp. \$3.00.

Developed by the cooperative efforts of workers experienced in this field, this handbook presents a clear, concise program of the guidance practices in elementary schools. It is written in simple, non-technical language and contains a practical treatment of the principles, procedures and techniques involved in guiding elementary school children. Appendixes include testing procedures, suggestions for scoring and summarizing tests, sample forms and lists of tests, inventories, and scales which are available by grade level.

10. **Happy Days with Our Friends.** Elizabeth Montgomery. [Scott, Foresman and Co., 433 E. Erie St., Chicago 11.] 1948. 95pp. 96c.

A guide for first-grade teachers, this book offers suggestions on procedure, gives detailed lesson plans, and presents facts and findings which will help increase an understanding of six-year-old children. Health and safety and how they function in a child's daily life are emphasized. The stories, based on the child characters in the book, are attractive, childlike, and aimed to appeal directly to the interests of boys and girls just entering school. Clothing problems, help for handicapped children, encouraging self-reliance, mischief and curiosity, fears and quarreling are some of the topics discussed that teachers may use in fostering parent-teacher cooperation.

Extracurricular Activities

11. ***At Home to Students.** Jean and Bradford Abernethy. [Edward W. Hazen Foundation, New Haven 11, Conn.] 1949. 31pp. 25c.

This booklet is designed for teachers on college campuses who are interested in fostering student-teacher relations through informal home gatherings. It discusses the value of knowing students more intimately—their

problems and their aims in life—and suggests ways of entertaining them. Several of the ideas for student evenings are based on the experiences of others and should be of benefit to both student and teacher.

Guidance and Counseling

12. **A Classified Bibliography of Youth Publications.** [International Council of Religious Education, 203 N. Wabash Ave., Chicago 1.] 1948. 64pp. 50c.

This is a list of leaflets, pamphlets, manuals, bulletins, books, and courses of study which can be used by youth groups and their leaders. Listings of similar nature are grouped together alphabetically and the age group for which they are intended is indicated.

13. ***Employee Counseling Services.** [Industrial Relations Section, Princeton, Univ., Princeton, N. J.] 1948. 4pp. 10c.

This is an annotated bibliography of selected references on employee counseling and its place in industry. The list includes descriptions of specific plans, counseling methods, other related techniques, and how they function in various organizations.

Handicapped

14. ***The Classroom Teacher Helps the Handicapped Child.** [State Dept. of Education, Augusta, Me.] 1948. 36pp. Free.

This pamphlet describes the important role that the teacher plays in helping the handicapped child make a satisfactory adjustment to his environment. It lists specific ways in which the teacher can help the child with physical defects and tells how to recognize symptoms which may lead to serious handicaps. In handling children with impaired hearing, visual handicaps, and speech disorders, the teacher will find the suggested "do's" and "don't's" of utmost importance.

15. ***Employment of the Physically Handicapped: Selected References.** Compiled by Helen M. Steele and Lola A. Wyckoff. [U. S. Dept. of Labor Library, Washington 25, D. C.] 1948. 68pp. Apply.

This is a list of references by individuals and agencies which are concerned with the training, rehabilitation, employment, and guidance of the physically handicapped. Included are books, periodicals, pamphlets, bulletins, and articles. It should be of assistance to employers, teachers, librarians, counselors, and others interested in the welfare of the disabled. A list of state rehabilitation agencies is also included.

16. **Helping Handicapped Children in School.** Edward William Dolch. [Garrard Press, Champaign, Ill.] 1948. 349pp. \$3.50.

To the parents and teachers of handicapped children this book will have special significance. It points out the difficulties in caring for and educating them, lists various types of handicaps and offers suggestions for helping to develop in the child a happy personality. The teacher will find the chapter devoted to educational handicaps helpful in handling children who are retarded. Names and addresses of societies which aid handicapped children and books for further reading are also listed.

17. **Speech Handicapped School Children.** Wendell Johnson and Others. [Harper and Bros., 49 E. 33rd St., New York 16.] 1948. 464pp. \$3.00.

This book, by several authorities on speech correction, is non-technical, clearly written, and designed to meet the needs of laymen as well as professionals. It describes types of speech disorders, gives helpful suggestions on what to do and what not to do in each disorder. Teachers, parents, administrators, physicians, and all others who handle children—from pre-school age on up—will find this book helpful in handling speech problems. Appendixes include projects for students, stories for lip reading practice, case histories, class demonstrations of cases, sample tests, and selected references for further reading.

Higher Education

18. ***Approved Colleges of Arts and Sciences.** Council on Medical Education and Hospitals. [American Medical Assn., 535 N. Dearborn St., Chicago 10.] 1949. 18pp. Free.

This is a list of colleges approved by the Association of American Universities or by

district associations. It will assist prospective medical students in choosing a college for medical training and serve as a guide to medical schools in selecting students. General requirements for admission and other information of interest to the prospective student are included.

19. **Lovejoy's Complete Guide to American Colleges and Universities.** Clarence E. Lovejoy. [Simon & Schuster, 1230 Sixth Ave., New York 20.] 1948. 158pp. \$1.49, paper bound.

Analyzing and describing more than one thousand colleges and universities, this book will aid the student in making a choice. Information on choosing a college, securing admission, scholarships, jobs, and costs of attending is given. Parents, teachers, and counselors will find this information useful in advising youth about college.

Human Relations

20. ***Expanding Horizons.** Doris I. Boyd. Human Relations Pamphlet No. 9. [Natl. Conference of Christians and Jews, 381 Fourth Ave., New York 16.] 1948. 76pp. 25c.

A guide for leaders on intercultural relations with young people on the junior high school level, this book offers many helpful suggestions. Actual experiences and tested techniques in combating prejudice are recorded. Building leader and student background, creating better attitudes in young people, arousing appreciation, developing parent cooperation, and learning to think in terms of democracy are the topics discussed. Appendixes include lists of attitude tests, books, pamphlets, movies and other material helpful to both student and teacher in intergroup education.

21. **Literature for Human Understanding.** Staff of Intergroup Education in Cooperating Schools. [American Council on Education, 744 Jackson Pl., N.W., Washington 6, D. C.] 1948. 61pp. \$1.00.

This pamphlet on intergroup education is based on the experiments and ideas of various teachers and their classes. It shows how certain books can be used in the classrooms to promote an understanding of all people,

their values, and their ways of living. Teachers should find the problems and experiences discussed helpful in developing their programs for building human understanding among their pupils.

In-Service Training

22. **Modern Methods and Techniques of Teaching.** Gerald A. Yaakam and Robert G. Simpson. [Macmillan Co., 60 Fifth Ave., New York 11.] 1948. 435pp. \$3.60.

Written to help the teacher analyze the child's learning process and promote his development, this book presents methods of teaching in light of present-day practices. It discusses teaching and learning as the major aspects in the process of education and shows the relationship existing between the two.

23. **Toward Better Teaching.** 1949 Yearbook, Association for Supervision and Curriculum Development. [Natl. Education Association, 1201 16th St., N.W., Washington 6, D. C.] 1949. 282pp. \$3.00.

In developing this publication, the yearbook committee formulated seven characteristics of better teaching which state the responsibility of the teacher in guiding the learning process. Fostering security and satisfaction, promoting cooperative learning, and helping pupils evaluate learning are the aspects emphasized in this book. Films pointing the way to better teaching and books that describe better teaching are included in the appendix.

Juvenile Delinquency

24. ***Basic Causes of Delinquency.** [Commonwealth Club of California, Hotel St. Francis, San Francisco 19, Calif.] 1948. 21pp. 25c.

This is a report of the Section on Delinquency of the Commonwealth Club. In it the problems of delinquency are set forth as well as the contributing factors. Emotional instability, physical and mental defects, heredity, environment, home influences, and several other topics are discussed in relation to delinquency. Articles both for and against these findings are included in this pamphlet.

25. **Economic Factors of Delinquency.** Cletus Dirksen. [Bruce Publishing Co., 540 N. Milwaukee St., Milwaukee, Wis.] 1948. 94pp. \$2.00.

This book discusses the impact of economic factors on delinquency. The author, a priest, presents his findings and shows how environmental influences, housing and poverty affect the child and mold his character. He points out that the responsibility of molding this character in the right way is the challenge to parents, teachers, counselors, sociologists, and all who are concerned with the problems of youth.

26. **Youth in Despair.** Ralph S. Banay. [Coward-McCann, Inc., 2 W. 45th St., New York 19.] 1948. 239pp. \$3.00.

In this book the problem of juvenile delinquency—its causes and treatment—is discussed. Dr. Banay shows how environmental factors within the family, maladjustment at school, and community life contribute to crime. His report reveals what has been done and suggests what can be done through home, school, and community to prevent delinquency.

Mental Hygiene

27. ***Emotional Life, Physical Health, External Behavior.** Doris Braislin. Reprinted from *Hearing News*, Nov., 1948. [American Hearing Society, 817 14th St., N.W., Washington 5, D. C.] 1948. 3pp. 10c.

This article discusses the relation of emotional factors to physical health and well being. It shows, by example, how the workings of the mind affect the body and suggests ways by which a greater understanding of our emotional needs can be achieved.

28. **Guiding Human Misfits.** Alexandra Adler. [Philosophical Library, Inc., 15 E. 40th St., New York 16.] 1948. 114pp. \$2.75.

A specialist in the field of individual psychology, the author presents her ideas on guiding misfits, based on her actual clinical experience, in simple terms for use by laymen. Dr. Adler has designed this book to serve as a guide for those whose work brings them in contact with the misfits of society and human life. She offers suggestions for

dealing with these personalities sympathetically, and tells how to understand and guide them. This book should be of value to physicians, teachers, social workers, as well as to parents and others who are able to understand psychotherapy.

29. **How Sane Are You?** Arthur Myers. [Exposition Press, 154 Nassau St., New York 7.] 1948. 141pp. \$3.00.

A practical guide to mental hygiene, this book is written in simple, clear, non-technical language to be easily used by laymen. It describes various kinds of mental disorders, and shows how they can be adjusted through an insight and understanding into the cause. It will be of great importance to social workers, teachers, parents, and especially to those who are disturbed emotionally and in danger of becoming mentally maladjusted.

Occupational Information

30. **Recreational Reading Lists of Books Which Present Occupational Information.** Prepared by Benjamin G. Kremen. [West Virginia State Board of Educ., Div. of Vocational Educ., Guidance Services, Charleston, W. Va.] 1949. 73pp. 75c.

Prepared especially for use in school libraries, this is an annotated list of books which contain interesting stories with occupational information in them. These books, written with appeal to junior and senior high school pupils, include information on more than 75 occupations. Librarians, teachers, counselors, and administrators will find this list helpful in selecting reading material for their occupational bookshelves.

Psychology

31. **Individual Behavior.** Donald Snygg and Arthur Combs. [Harper & Bros., 49 E. 33rd St., New York 16.] 1949. 386pp. \$3.50.

A theoretical discussion of the factors influencing human behavior. The emphasis is shifted from an objective analysis of the environment to an interpretation of the individual's own review of himself and the environment. Of interest to teachers and counselors who wish to study psychological theory pertaining to education and guidance.

Reading

32. **Adapting Instruction in Reading to Individual Differences.** Guy L. Bond and Bertha Handlan. [University of Minnesota Press, Minneapolis 14, Minn.] 1948. 82pp. \$1.00.

This booklet discusses the extent and nature of individual differences in reading, and shows how individualized instruction can be adapted. Several causes of individual differences in reading are listed and procedures for adjusting instruction to them are given. Teachers should find the suggestions for helping to improve instruction in reading of considerable assistance.

33. ***Books for Retarded Readers.** Reprinted from *Illinois Libraries*, June, 1948. [Illinois State Librarian, Springfield, Ill.] 1948. 6pp. Free.

This is a list of books that will help students who are poor readers. The reading level and interest level are indicated for each entry.

34. **A Study of Functional Reading.** Jacob Ernest Cobb. [George Peabody College for Teachers, Nashville, Tenn.] 1948. 116pp. \$2.00.

This book is the result of investigation and experimentation to study the functional reading ability of pupils on the sixth grade level. The author explains functional reading and shows how it relates to other areas. The appendix consists of a reading test and directions for administering it. Included also are keys for scoring either all or various sections of the test and definitions of twelve aspects of functional reading.

Rural Schools

35. ***What Can We Expect of Rural Schools?** Mildred Welch Cranston. [Woman's Press, 600 Lexington Ave., New York 22.] 1948. 45pp. 35c.

This booklet will prove helpful to those people who live in rural areas and are interested in what their schools have to offer. It shows what can be expected of the rural schools and how they may be improved. It points out the need for better schools, good teachers, and more parent-teacher cooperation. Suggestions for further reading material on rural education are included.

School Administration

36. **Educational Leaders — Their Functions and Preparation.** [Dr. Daniel R. Davies, Teachers College, Columbia Univ., New York 27.] 1948. 64pp. \$1.00.

This is a report of the work-conference of the National Conference of Professors of Educational Administration. In it the nature and technique of leadership, and the function of the school under democratic leadership are discussed. The requirements for educational leadership, the personal qualifications, and the elements necessary for the preparation of leaders are also included.

37. **Health, Physical Education and Recreation in Small Schools.** Edited by Elsa Schneider. [Natl. Education Assn., 1201 16th St., N.W., Washington 1, D. C.] 1948. 67pp. 50c. Quantity discounts.

This bulletin contains information concerning the principles, policies and administrative procedures in the field of health, physical education and recreation for pupils in small schools, particularly the rural schools. It shows how the needs of these pupils can be discovered, and the part the school plays in meeting these needs. Administrators, teachers, parents, and children will find this book helpful to them in developing and strengthening their health, physical fitness, and leisure-time objectives.

38. **School Administration: Principles and Procedures.** James Harold Fox and Others. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1949. 192pp. \$3.35.

This book provides information relative to the job of the school administrator. It outlines the general duties and offers principles and procedures which can be applied in almost any situation. Anyone who must organize, manage, teach or supervise educational programs should find this book useful.

Schools and Education

39. ***Home Study Blue Book and Directory of Private Home Study Schools and Courses.** 13th ed. J. S. Noffsinger. [Natl. Home Study Council, Washington 6, D. C.] 1949. 32pp. Free.

This book describes home study, its advantages, and how it may be utilized. The list of schools and courses is a valuable vocational reference for students as well as for their counselors.

Secondary Education

40. **The Administration of the Modern Secondary School.** J. B. Edmonson and Others. [Macmillan Co., 60 Fifth Ave., New York 11.] 1948. 690pp. \$4.50.

Designed to serve as a guide and reference for school administrators, this book includes all units of secondary education. It discusses the aims and functions of secondary education, lists principles and procedures of organization, management and administration of secondary schools, and includes methods of guiding student personnel. The problems and practices discussed will be of interest to teachers and prospective high school teachers.

Student Personnel Services

41. ***Evaluating Guidance Procedures: A Review of the Literature.**

Clifford P. Froehlich. [Federal Security Agency, Office of Education, Washington 25, D. C.] 1949. 26pp. Single copy free on request.

In this report, the author lists the major methods used in evaluating guidance procedures and discusses the strengths and weaknesses of each. A bibliography of more than 175 studies on guidance is included.

Teachers, Training of

42. **Improving the National Leadership for Teacher Education.** Laurence D. Haskew. [American Council on Education, 744 Jackson Pl., N.W., Washington 6, D. C.] 1949. 20pp. 50c.

This report of the Committee on Teacher Education of the American Council on Education is aimed at developing leadership for the education of teachers on a national level. It evaluates the present practices of teacher education, shows how the assets may be more effectively used, and suggests ways and means by which a national leadership agency may become a realization.

for the *STUDENT*

Items which appear in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Consumer Education

43. **Money and You.** J. K. Lasser and Sylvia F. Porter. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 48pp. 60c.

J. K. Lasser and Sylvia F. Porter, authorities in the field of financial writing and authors of "How to Live Within Your Income," have written this booklet on money for young people. Because money is such a universal problem to young and old alike, the techniques of wise money management are important for teen-agers to learn. The main problems considered are how to get money efficiently, how to save it regularly, and how

to spend it wisely. The booklet is illustrated with photographs.

Extracurricular Activities

44. ***Let's Look at the Student Council.** Arnold Meier and Others. [Citizenship Education Study, 436 Merrick Ave., Detroit 2, Mich.] 1949. 11pp. 25c. Quantity discounts.

This pamphlet is the result of a study made of the Student Council and its objectives. Ways in which the school, and particularly the teachers, may improve the effectiveness of the Student Council as a means of instruc-

tion are suggested. The student will find this pamphlet helpful in selecting Council members, organizing, and carrying out those activities involved in developing citizenship responsibilities.

Family Life

45. †**Family Life.** [Coronet Instructional Films, 65 E. South Water St., Chicago 1.] 1949. 16mm. sound. \$45 for blk. & white; \$90 for color.

Telling the story of the Miller family, which always seems to have time and money for fun together, this shows first how things were when the two Miller teen-agers and their parents did not manage so well. Mother finally calls a family meeting, and they work out a four-point program involving schedules, responsibilities, privileges, and finances. With their new plan of mutual consideration, the Millers now manage their family life so that everyone does his share of the work and everyone has his share of the fun.

Human Relations

46. †**About People.** [Anti-Defamation League of B'nai B'rith, 212 Fifth Ave., New York 10.] 1949. 35mm. filmstrip, 64 fr. color, silent, drawings, and printed captions. \$5.00 including print, discussion guide, and shipping case.

For children 10 to 14 years of age who are trying to achieve an understanding of the racial and cultural differences among people. Strip requires associated discussion to bring out supporting evidence and clarify points. A comic book reproduction of the filmstrip is also available and may be used for discussion.

Job Hunting

47. ***Know Your Career Market.** [Nat'l. Federation of Business and Professional Women's Clubs, Inc., 1819 Broadway, New York 23.] 1948. 3pp. 5c.

This is a checklist designed to help those seeking employment to prepare to meet the demands of the market. It includes both a self-analysis and market-analysis and will be of help to those starting a career or changing to a new field.

Job Satisfaction and Success

48. ***How to Think about Your Job.** Stanley Brown. [Graphics Group, Whitestone Point, Whitestone, L. I., N. Y.] 1948. 32pp. 25c.

This booklet, written by an authority on personnel, explains why some people can make a success of whatever they do and why others are a failure time after time. Of particular interest to young people, but should prove helpful to their counselors as well.

Sex Education

49. ***How Life Goes On and On.** Thurman B. Rice. [American Medical Assn., 535 N. Dearborn St., Chicago 10.] 1948. 44pp. 25c.

Written especially for high school girls, this little booklet is an interesting and frank discussion of sex education. It will teach the young girl how to adjust and prepare herself for the problems, joys, and responsibilities of womanhood. Home-making, career planning, body functions, good sportsmanship, dating and selecting a mate are some of the topics discussed. This booklet is clearly and simply written in an appealing story form.

50. ***In Training.** Thurman B. Rice. [American Medical Assn., 535 N. Dearborn St., Chicago 10.] 1948. 49pp. 25c.

This pamphlet is written for boys of high school age and frankly discusses problems of sex development. It counsels young boys in their personal habits and social life, and explains body functions. Advice on choosing a mate and how to plan for the responsibilities of manhood are also included.

Social and Personal Adjustment

51. **New Techniques of Happiness.** Albert Edward Wiggam. [Wilfred Funk, Inc., 227 E. 44th St., New York 17.] 1948. 352pp. \$3.75.

Based on years of research by psychologists, this book presents an interesting means of getting more out of life—more contentment and peace of mind. In it the author explains methods by which the individual may do something definite toward increasing his own happiness. Included are tests for measuring happiness, emotional maturity, popularity,

prejudice, open-mindedness, even a chart by which future happiness can be predicted. Suggestions for further reading are listed throughout the book.

52. You and Others. Helen Shacter and W. W. Bauer. [Scott, Foreman and Co., 433 E. Erie St., Chicago 11.] 1948. 288pp. \$1.56.

Written especially for eleven and twelve-year-old children, this book offers guidance in handling their emotional and physical problems. Aspects of health, safety and personal development are thoroughly outlined, so as to give the student a clearer understanding of their values. The case-study incidents, cartoon situations, and stories centering around the child characters in the book, will make interesting reading for the preadolescent.

Vocational Guidance

53. Occupations Unlimited. Edward S. Jones. [Foster and Stewart,

210 Ellicott St., Buffalo 3, N. Y.] 1948. 249pp. \$2.95.

Written for use by high-school and college students, this book presents an analysis of job situations. It shows that jobs are not restricted in that the ambitious individual can develop and expand his own occupation into interesting and more useful fields of work. Anyone engaged in personnel work and administration, vocational counselors and young adult workers should also find the material discussed of extreme value.

54. *Your Life Work. Prepared by the Committee on Vocational Guidance. [Kiwanis Club of Long Beach, 835 Locust Ave., Long Beach 13, Calif.] 1949. 3pp. Free.

Written primarily for high-school students, this pamphlet tells how to go about choosing and planning a career wisely. It presents eight steps to be used as a guide in selecting a suitable vocation, preparing for it, and then making a success of the job.

VOCATIONAL INFORMATION

Art

55. *Interior Decoration. Fact Sheet No. 20. [Charm, 122 E. 42d St., New York 17.] 1948. 6pp. 10c.

This fact sheet describes interior decorating and its related fields. It lists schools and colleges which offer courses in interior decoration and suggests a wide range of jobs which are available in this field. Some opportunities for the experienced but untrained are also open in interior decoration.

Clerical Work

56. *Secretaryship as a Career Field. Elgie G. Purvis. [National Council of Business Schools, 839 17th St., N.W., Washington 6, D. C.] 1949. 24pp. 10c.

Guidance counselors, teachers, and librarians will find this handbook of value to them in counseling students and graduates. It explains the duties, requirements, opportunities, salaries, advantages and disadvantages of sec-

retaryship as a career field. Various types of secretarial positions and prospective places of employment are described.

Education

57. Guidebook for Prospective Teachers. Lyle L. Miller and Alice Z. Seeman. [College of Education, Ohio State Univ., Columbus 10, Ohio.] 1948. 205pp. \$1.00.

A guide for students who are preparing to teach, this book presents some factors which contribute to success in that field. It challenges the student to choose and plan well his future program, and will help to develop aspects of competency for teaching. Although written primarily in terms of the teacher-training program of Ohio State University, this book will be of value to students, teachers, and administrators in other localities.

58. Opportunities in Vocational Guidance. Sarah Splaver. [Vocational Guidance Manuals, Inc., 45 W. 45th

St., New York 19.] 1949. 104pp. \$1.00.

This book describes vocational guidance and gives a full interpretation of the work done by those who enter the field. Personal qualifications, educational requirements, prospective places of employment, advantages and disadvantages are thoroughly discussed. The list of colleges offering degrees with majors in guidance will assist the student interested in vocational counseling in selecting an appropriate college for his training.

59. Wanted: 30,000 Instructors for Community Colleges. [American Council on Education, 744 Jackson Pl., N.W., Washington 6, D. C.] 1949. 52pp. \$1.00.

Based on extensive study, inquiry, and consideration, this bulletin points out the need for more teachers in junior colleges, community colleges, and technical institutions. Where to secure the training and experience, specifications for a well-prepared instructor, and the importance of the job of community colleges and institutes are some of the topics discussed. Prospective teachers, and administrators of teachers' colleges should find the bulletin interesting and helpful.

Engineering

60. *Engineer, Professional. C. R. Young. [Vocational Guidance Centre, 371 Bloor St. W., Toronto 5, Canada.] 1948. 4pp. 7c.

This article gives information about the duties of the professional engineer, his working conditions, qualifications, preparation, and earnings. It discusses also the usual opportunities for advancement, advantages and disadvantages, getting started, and related occupations.

Health

61. Chiropody as a Career. Wilfrid E. Belleau. [Park Publishing House, 4141 W. Vliet St., Milwaukee 8, Wis.] 1949. 29pp. 60c.

This booklet gives information about the nature of the work of a chiropodist. It lists the approved schools with requirements for entering and the curriculum. Qualifications for success, types of practices, working conditions, possible income, opportunities, and the disadvantages are also outlined.

62. *Osteopathy. Walter J. Greenleaf. Guidance Leaflet No. 23, U. S. Office of Education. [U. S. Gov't Print. Office, Washington 25, D. C.] 1948. 11pp. 10c.

This leaflet presents the science of osteopathy as a career. Designed for counselors, teachers and students, it defines osteopathy, tells how it began, what progress it has made, gives the necessary training and lists the schools where it may be obtained. A complete curriculum and approximate cost per student is outlined.

Home Economics

63. Opportunities in Home Economics: A Guidance Aid. [American Home Economics Assn., 700 Victor Bldg., Washington 1, D. C.] 1949. 28pp. 75c.

This bulletin contains information concerning the opportunities open to persons with training in home economics, both professional and non-professional. It outlines the nature and responsibilities of several occupational aspects, some of which include teacher, home demonstration agent, hospital dietitian, nutritionist and homemaker. School administrators, teachers, guidance personnel and others who counsel high school students will find this book of value in their guidance program.

Insurance

64. *Careers for Youth in Life Insurance. [Canadian Life Insurance Officers Assn., 302 Bay St., Toronto, Ontario.] 1949. 65pp. Free.

This booklet is designed to help answer the questions of those interested in life insurance and what it has to offer as a career. It lists and describes the various positions, the qualifications needed for success in them, possible earnings, and gives an over-all picture of life insurance companies and how they operate. The last page suggests additional books that may be helpful in planning a life insurance career.

Iron, Steel, and Machinery

65. *National Apprenticeship and Training Standards for the Sheet Metal Industry. [Bureau of Apprenticeships,

U. S. Department of Labor, Washington, D. C.] 1949. 32pp. Free.

A guide for contractors and labor representatives, this booklet explains how to conduct apprentice training programs. It gives the qualifications for applicants and trainers and the rules and regulations governing both. Since the demand for skilled sheet metal workers is increasing, this booklet is designed to help meet that need.

Motion Pictures

66. **Opportunities in Motion Pictures.** Pincus W. Tell. [Vocational Guidance Manuals, 45 W. 45th St., New York 19.] 1949. 68pp. \$1.00.

In discussing the opportunities offered by the motion picture industry, the author divides them into two categories—production and exhibition. Under each he lists the various possibilities with the qualifications and preparations needed. Included also are success stories of now famous stars. Counselors should find this book helpful to them in discussing a motion picture career with young people. The last page gives a list of colleges which teach motion picture arts and crafts.

Occupational, General

67. ***Business as a Career.** Bulletin No. 6, Volume XLIX. [New York University, Washington Sq., New York 3.] 1949. 63pp. Apply.

This bulletin shows what the field of business has to offer as a career and outlines the personal qualities needed for success. It reviews the opportunities for specialized careers and lists specific positions available in given fields of business activity.

68. **Fifteen Ways to Make Money in the Country.** Haydn S. Pearson. [Grosset and Dunlap, Inc., 1107 Broadway, New York 10.] 1949. 210pp. \$2.00.

This book describes fifteen ways to make a living in the country—nine types of businesses and six methods of farming. It offers practical and helpful suggestions, gives estimates of expenses and profits, and includes stories of others who have been successful in similar ventures. A home designed for pleasant and efficient country living is also described. Appendixes include lists of addresses

of agricultural experiment stations and helpful bulletins on the various aspects of farming.

Personnel Work

69. **Guidance Counselor.** Leland H. Chapman. [Research Publishing Co., 687 Boylston St., Boston 16, Mass.] 1949. 32pp. \$1.00.

This book describes the work of a guidance or personnel counselor. It discusses four areas of guidance work and gives examples of guidance problems covering all areas. The necessary aptitudes, personal qualifications, educational requirements, employment opportunities, salaries, advantages, and disadvantages of guidance work are clearly outlined.

Recreation

70. ***Play's the Thing.** Polly Weaver. [Mademoiselle, 122 E. 42d St., New York 17.] 1949. 10c. Reprinted from *Mademoiselle*, June, 1949.

Jobs and futures in recreation are discussed in this article. It describes and illustrates the job of a public recreation director and tells what preparation and personal qualities are necessary. Actual case stories of young women in recreation are related.

71. **Proceedings of the 30th National Recreation Congress.** [Nat'l. Recreation Assn., 315 Fourth Ave., New York 10.] 1948. 208pp. \$2.25.

The Congress was held in September, 1948, in Omaha, Nebraska. This publication includes the addresses presented at the several general sessions and also summaries of the discussions of special groups. The various talks considered the value of recreation from many angles, such as its relationship to education, mental health, and family life.

Repairing Services

72. ***Approved Mechanic Schools.** [Civil Aeronautics Administration, U. S. Dept. of Commerce, Washington 25, D. C.] 1948. 9pp. Free.

This list includes all C.A.A. certificated mechanic schools throughout the country and shows their ratings. These ratings are for aircraft mechanic, aircraft engine mechanic, and combined aircraft and aircraft engine mechanic.

Retail Trade

73. **Modeling.** Sarah Splaver. Occupational Abstract No. 123. [Occupational Index, Inc., New York Univ., Washington Sq., New York 3.] 1949. 6pp. 50c.

This leaflet describes the modeling field and gives the qualifications and preparation needed for each type of job. The supply and demand, distribution of job opportunities, and possible earnings are discussed.

74. ***Retail Trade.** Fact Sheet No. 14. [Charm, 122 E. 42d St., New York 17.] 1948. 7pp. 10c.

This fact sheet describes the modern department store and the opportunities it offers, especially to women. It outlines the advantages, disadvantages, chances for advancement, qualifications, and responsibilities of the department store worker. Various positions and probable salaries are also described.

Social Science

75. **Statistics.** Josephine McGinness. Occupational Abstract No. 120. [Occupational Index, Inc., New York Univ., Washington Sq., New York 3.] 1949. 6pp. 50c.

After discussing what statisticians do, this article goes on to their qualifications, training, future prosperity, and earnings. The author also covers methods of entrance and advancement, number of workers, opportunities for women, and the advantages and disadvantages of this work.

Social Service

76. ***Opportunities in Social Service Jobs.** [Chronicle Press, Moravia, N. Y.] 1949. 1p. 10c. Reprinted from *Guidance Chronicle*, Mar., 1949. Ten typical social service jobs are briefly described in this article. It also lists sources from which complete information about this field can be secured.

77. **Social Work—an Introduction to the Field.** Herbert Hewitt Stroup. [American Book Co., 360 N. Michigan Ave., Chicago 1.] 1948. 695pp. \$5.00.

This survey of the social work field presents an interesting picture of its nature and outlines its various functions. Case work, group work, and community organization are thoroughly discussed, supported by actual case summaries. Charts, graphs, and other illustrative materials are included. Although written primarily for the college student, this book should be of value to those who are already engaged in social work or community affairs.

Telephone and Telegraph Communication

78. ***Telephone Operator.** M. D. Parmenter. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1949. 4pp. 7c.

The work and working conditions of the telephone operator are described in this monograph. Personal qualifications, preparations, opportunities for advancement, and wages are listed. Suggestions for getting started toward this occupation and opportunities in associated fields are included.

Water Transportation

79. **How to Get a Job on a Ship.** Frederic E. Tyarks and Roy L. Peppenburg. [Harian Publications, Greenlawn, N. Y.] 1949. 44pp. 50c.

This booklet describes the life of adventure the sea offers and is intended to serve as a guide to those interested in it as a career. It lists the opportunities available for men and women and gives information about the training needed for each type of job. The occupations listed include both skilled and professional work.

Wholesale Trade

80. ***Export-Import.** Fact Sheet No. 12. [Charm, 122 E. 42d St., New York 17.] 1948. 11pp. 10c.

This fact sheet describes a number of jobs that business girls can qualify for in the export and import trade. Requirements, working conditions, and salaries are included.

Writing

81. **Article Writing and Marketing.** George L. Bird. [Rinehart and Co., Inc., 232 Madison Ave., New York 16.] 1948. 483pp. \$4.00.

To provide beginners with the common techniques of article writing, and to help them achieve the understanding of the trained writer, this book offers practical and helpful suggestions. It outlines the major steps in the writing process—from choosing the subject to selling the article. Those who are interested in producing articles for newspapers and magazines will find this book filled with useful ideas. A part of the appendix lists magazines which are open to free lance writers.

82. **Editor and Editorial Writer.**
A. Gayle Waldrop. [Rinehart & Co.,
232 Madison Ave., New York 16.]
1948. 465pp. \$4.00.

Counselors may want to suggest this book for students who are considering writing careers. It discusses the editorial page, the editorial, and the editor's attitudes and responsibilities.

83. ***The Semi-Detached Writer.**
Betsy Day. [Mademoiselle, 122 E. 42d
St., New York 17.] 1949. 10c. Re-
printed from *Mademoiselle*, Mar., 1949.

This article tells how free-lance writers work and what returns they can expect. It will serve as a good introduction to an important branch of the writing trade.

84. **Writers: Learn to Earn.**
Mildred I. Reid. [Bruce Humphries,
Inc., 30 Winchester St., Boston 16,
Mass.] 1948. 225pp. \$2.50.

This is a text on fiction writing. Besides giving instruction in technique, the author includes a chapter explaining what and how the writer should study. She also discusses the attitude the writer should develop toward his work. Writers, both professional and beginners, should profit by this expert advice and helpful information.

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